

Implementation Plan



TranPlan 21- 2002 Update
State of Montana
Department of Transportation



TranPlan 21- 2002 Update **Implementation Plan**

Background

TranPlan 21 is Montana's Federally mandated statewide multimodal transportation plan. Originally adopted in 1995 and updated in 2002, *TranPlan 21* is an essential component of a continuing statewide planning process that develops and implements MDT policy goals and actions in cooperation with the public and Montana's transportation stakeholders.

TranPlan 21 establishes policies in six key areas within the Federally-required 20-year planning horizon. These policy areas are: roadway system performance, economic development, traveler safety, access management/land use planning, bicycle and pedestrian transportation, and public transportation. In addition to meeting the requirements of Section 135, 23 USC and CFR, these policy areas reflect input from the public, transportation stakeholders, MDT staff, and the Montana Legislature.

Following the adoption of *TranPlan 21* in 1995, MDT developed a *TranPlan 21 Implementation Plan* that resulted in positive progress of the implementation of over 70% of nearly 100 policy goals and actions in the first five years of *TranPlan 21*'s 20-year planning horizon. Following completion of the *TranPlan 21 Update* in early 2003, the implementation plan was updated to incorpo-

rate new strategies and adjustments based on lessons learned during the initial implementation process. As with the original implementation plan, the updated plan was developed in cooperation with MDT's Administrative Staff.

Implementation Goals

The primary goals of the *TranPlan 21 Implementation Plan* are to:

- Regularly involve MDT's Administrative Staff,
- Ensure that all MDT employees are familiar with *TranPlan 21*,
- Coordinate with the *Strategic Business Plan*,
- Regularly involve the public and transportation stakeholders.

TranPlan 21 Distribution

After formal adoption of major updates to TranPlan 21, the updated plan, plan overview, informational brochure, and posters will be printed and distributed both internally and externally.

Internal Distribution

All MDT employees will receive TranPlan 21 informational brochures. In addition, plan overviews and policy papers will be distributed to all MDT Division and District Administrators, Bureau Chiefs, and other key Department managers. The Administrative Staff will also receive posters listing all policy goals and actions. A complete version of the updated plan and supporting documents will also be placed on MDT's Intranet web site. Following distribution, the Multimodal Planning Bureau

will also host an informational session to explain the plan and answer questions.

External Distribution

The updated plan including policy papers and appendix will be placed on MDT's website and distributed to all public libraries. Plan overviews and informational brochures will be distributed to all members of the Economic Development Policy Committee and Expert Panel as well as local and tribal government officials, transportation planners, and stakeholders who participated during the update process. Multimodal Planning Bureau staff will visit all urban area Transportation Coordinating Committee (TCC), Transportation Advisory Committees (TAC) and Policy Coordinating Committees (PCC) to deliver plan overviews and answer questions. Press releases and advertisements announcing the availability of the plan will be sent to all media and the ads will appear in the eleven daily newspapers. An informational insert will also be included in the next edition of *Newsline* which is distributed to over 6,500 Montanans.

Internal Accountability for Implementation

Ensuring internal accountability for implementation of *TranPlan 21* is a critical part of the implementation process. However, because *TranPlan 21* covers a 20-year planning horizon, MDT cannot implement all policy goal and actions immediately. The implementation process therefore provides MDT's Administrative Staff with an opportunity to establish initial priorities, lead office responsibilities, and revisit these decisions annually. This process also ensures that *TranPlan 21* implementa-

tion is coordinated with other MDT priorities and the *Strategic Business Plan*.

The process to ensure internal accountability for *TranPlan 21* implementation includes the following key elements:

- Following each major *TranPlan 21* update, MDT's Administrative Staff will meet to assign priorities for each action and identify lead staff responsibilities for high priority actions. High priority actions will then be incorporated into the *Strategic Business Plan* and staff performance plans.
- MDT's Administrative Staff will meet annually in October to discuss the implementation status of high priority actions, reassess priorities, and reassign lead staff responsibilities if necessary. The Administrative Staff will also determine which implementation activities will be highlighted in the *TranPlan 21 Annual Report* and *Newsline* as implementation successes.
- The Multimodal Planning Bureau will develop a tracking tool to assist the Administrative Staff in its annual meeting and also provide MDT with the basic information necessary for reporting in the *TranPlan 21 Annual Report* that will be distributed to all MDT staff.

External Accountability for Implementation

As Montana's transportation plan, *TranPlan 21* was developed with the assistance of the public and transportation stakeholders. It is therefore essential that MDT involve these same groups in the implementation of *TranPlan 21* to demonstrate that MDT is implementing the policy goals and actions that were developed in coop-

eration with MDT's customers. The following actions will ensure this involvement:

- Following the annual meetings of MDT's Administrative Staff described above, MDT will develop and distribute a *TranPlan 21 Annual Report* that reports on the status of all policy goals and actions and highlights implementation success stories. The success stories will also be reported in *Newsline*.
- MDT will continue to conduct biennial *TranPlan 21* public and stakeholder surveys to monitor changes in public and stakeholder issues and priorities and to also gather input on emerging issues. Results from these surveys will assist MDT's Administrative Staff in determining whether any changes are necessary in *TranPlan 21* implementation priorities.
- In addition to the above public and stakeholder involvement efforts, MDT will continue to maintain public and stakeholder input efforts shown in Figure 1 including a toll-free *TranPlan 21* information and comment number, a dedicated email address, and a section on MDT's internet website. MDT will also incorporate *TranPlan 21* implementation input into the local government consultation process MDT is developing to comply with Federal regulations promulgated in January of 2003.

TranPlan 21 Updates

Rather than establish a set schedule for updates, the original *TranPlan 21 Implementation Plan* relied on a continuing process to determine the need for, and focus of, updates to *TranPlan 21*. For several reasons, including the need to plan several years in advance for budgeting purposes and issues related to the significant turn-

over in MDT staff since *TranPlan 21* was originally adopted in 1995, the 2003 update to the *TranPlan 21 Implementation Plan* established a regular update schedule. This approach ensures that all parties in-

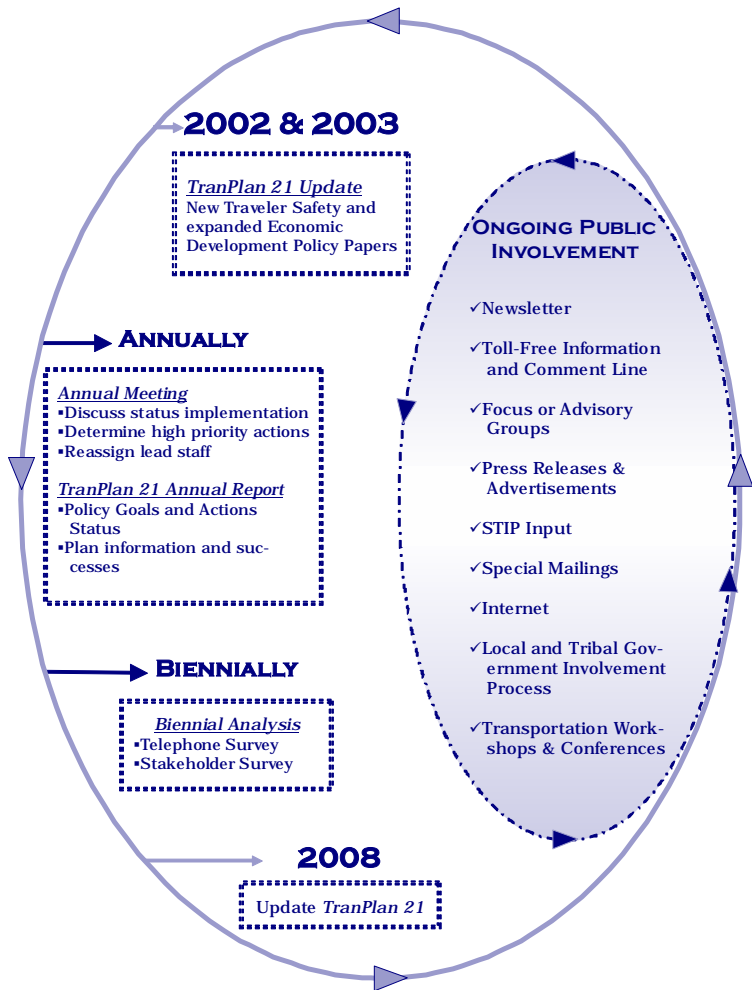


Figure 1

volved in developing and implementing *TranPlan 21* know when the next update will occur.

Although Figure 1 shows an update cycle of approximately five years with the next update beginning in 2008, this schedule can be adjusted based on the following factors:

- Availability of State Budget Authority,
- Changes in Federal planning requirements
- Federal Reauthorization schedule and direction,
- Biennial Survey schedules and responses,
- Direction from the Governor or Legislature

The Director and Transportation Commission will determine the specific schedule for updates and focus areas for each update.



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